

# Creating Strong Resume Bullet Points



Use WHAT, HOW, and WHY to create powerful resume bullet points. Example:

Communicated with 100+ customers on the phone daily, with personalized service to resolve their concerns.

**WHAT did you do?**

**HOW did you do it?**

**WHY did you do it?**

transition words

(examples: by through, using with, utilizing, to, in order to, as part of, so that, because of, due to)

<b>WHAT did you do? (action/task)</b>	<b>HOW did you do it? (skills/methods)</b>	<b>WHY did you do it? (impact/results)</b>	<b>Add transitions &amp; BUILD THE BULLET</b>
Entered confidential data in Banner system	With accuracy and strong attention to detail	To update records	<ul style="list-style-type: none"> <li>Entered confidential data in Banner system with accuracy and strong attention to detail to update records.</li> </ul>
Performed minor repairs and basic service (oil changes and tire rotations)	Using troubleshooting skills	To keep equipment running smoothly	<ul style="list-style-type: none"> <li>Performed minor repairs and basic service (oil changes and tire rotations) using troubleshooting skills to keep equipment running smoothly.</li> </ul>

# Resume Bullet Statements

## BULLET POINT BASICS

Bullet statements describe your jobs, internships, involvement, research, volunteer positions and academic/independent projects.

- Start your bullet statements with an action verb which clearly describes the activity.
- Include numbers, tools, equipment, technology, etc. to give context to an activity and/or to show results.
- Strong bullets will show your value and keep the reader's attention.

## Verbs by Skill Set

Start your bullet statements with a strong action verb. Below are examples of verbs to consider.

### Leadership/Initiative

Accomplished, Achieved, Chaired, Coached, Coordinated, Directed, Influenced, Initiated, Led, Oversaw, Managed, Mentored, Motivated, Supervised, Trained

### Teamwork/Interpersonal

Collaborated, Consulted, Cooperated, Contributed, Encouraged, Engaged, Ensured, Guided, Helped, Interacted, Networked, Partnered, Related, Resolved, Supported

### Written Communication

Briefed, Composed, Corresponded, Critiqued, Described, Documented, Drafted, Edited, Proposed, Reported, Reviewed, Summarized, Translated, Wrote

### Problem Solving

Adjusted, Concluded, Converted, Enhanced, Formulated, Identified, Improved, Increased, Mediated, Reconciled, Reduced, Resolved, Restructured, Solved, Streamlined

### Verbal Communication

Advised, Advocated, Convinced, Discussed, Expressed, Facilitated, Instructed, Negotiated, Persuaded, Presented, Promoted, Publicized, Reasoned, Sold, Taught

### Analytical

Analyzed, Assessed, Compared, Confirmed, Determined, Estimated, Evaluated, Examined, Investigated, Projected, Recommended, Researched, Validated

### Technical

Applied, Assembled, Audited, Built, Calculated, Converted, Demonstrated, Designed, Implemented, Installed, Maintained, Modified, Operated, Resolved, Tested

### Organized/Detailed

Arranged, Compiled, Consolidated, Coordinated, Distributed, Executed, Implemented, Inspected, Monitored, Organized, Planned, Prioritized, Processed, Revised, Scheduled

### Creativity

Brainstormed, Built, Created, Designed, Developed, Displayed, Envisioned, Generated, Illustrated, Invented, Launched, Marketed, Produced, Shaped, Strategized